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p432A
Cop 2

What's YOUR Suggestion?



Management Improvement



Manpower Utilization

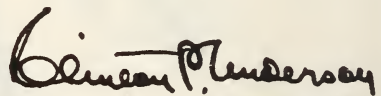
U. S. Department of Agriculture
Washington, D. C.

February 1946

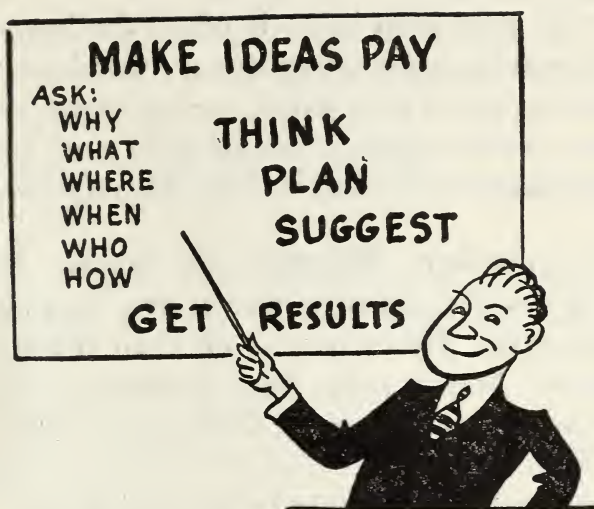
Adm. Series No. 6

TO ALL EMPLOYEES

The Department of Agriculture seeks to serve all the people and especially farm people. It can be a more efficient organization if each of us is alert to the need for progress. Progress comes as a result of new ideas and new methods. The employee who suggests needed improvements and helps carry them out makes personal growth and strengthens his work. In whatever capacity you serve, your constructive thoughts are one of your most important assets. It is your duty and privilege to contribute these thoughts for the betterment of the public service. I assure you that your suggestions will be appreciated. This booklet is intended to help you in making suggestions. Working and thinking together, we can be better servants of the people and make the Department a better place in which to work.


Secretary

IDEAS



SUGGESTIONS

You can develop ideas for the improvement of your work.

To do a better job easier.

To do more with less time and material.

To eliminate mistakes.

To improve operations.

To develop the safest methods.

To more fully utilize manpower.

To accomplish most for the money.

To increase the effectiveness of co-workers.

To demonstrate your qualifications for more responsible positions.

To win recognition as a leader.

To make ours the best Government agency in which to work.

You will get credit for good suggestions

HOW

Start with your own job. It offers the best opportunity for you to make suggestions. Combine the detailed knowledge of your work, your training, and your experience with—creative imagination and you have ideal conditions to develop worthwhile improvements.

Think it through. Consider the details. Write it down. If you are not sure, turn it over in your mind for a few days. Don't pass it up even if the details aren't clear. Maybe some help in developing it will make it even more important than you thought. Discuss it with your supervisor. It will *still* be *your* suggestion and you can help in its development.

Write Your Ideas Down— Don't Lose Them!

USE FORM AD-287

The diagram shows Form AD-287, titled "WORK IMPROVEMENT PROPOSAL". An arrow points from the form to a callout box titled "YOUR SUGGESTION:". The form has sections for "A. PROBLEM", "B. PROPOSED METHOD", "C. ADVANTAGES", "D. DISADVANTAGES", "E. SUMMARY", and "F. SUPERVISOR'S COMMENTS".

YOUR SUGGESTION:

State briefly:

1. Problems or disadvantages under present method.
2. Important detailed changes under the proposed method.
3. Advantages, savings, or benefits expected under the proposed method.

Attach additional information, charts or sketches, if helpful.

WHERE

Your bureau has provided a system to handle your suggestions. Ask your supervisor about it. He will tell you where to send your ideas—and he will help you develop them.

1. Use Suggestion Form AD-287.
2. Make three copies.
3. Give one to your supervisor.
4. Send one to the Suggestion Committee of the bureau or other person designated to receive them.
5. Retain one copy for yourself.

If your suggestion has Department-wide or Government-wide merit, it will be passed on to the Secretary's Office for further consideration. You will be notified of the results.

If you feel certain that your ideas have not been fully considered at any level—you may write personally to the Director of Personnel asking for an impartial review.

WHAT HAPPENS

Investigation and Discussion.

Review by those qualified to pass on your suggestion.
Referred for further action if especially meritorious or broad in scope.

ADOPTED



Letter of commendation
Publicity
Special mention
in
personnel record

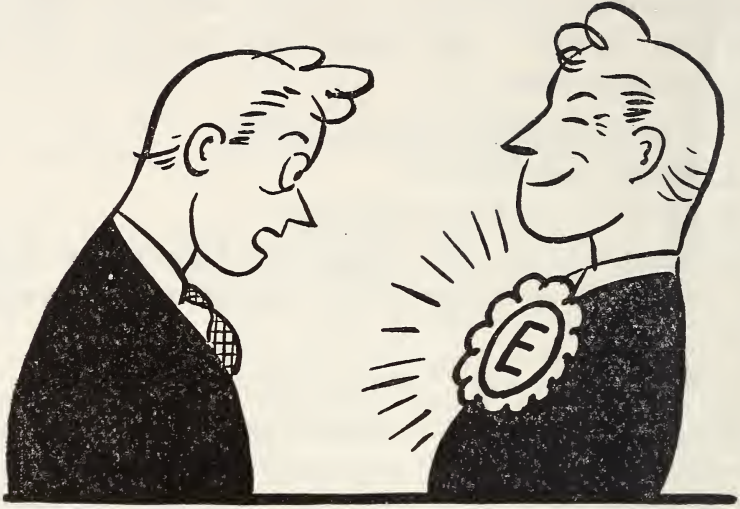
NOT ADOPTED



Reasons:

**IF YOU ARE NOT SATISFIED—FURTHER IMPROVE AND
RESUBMIT**

CREDIT



Your suggestions will be acknowledged.

Credit will be shown on your service record when your suggestion has merit.

You can merit a within-grade promotion.

Department publications will publicize your efforts.

You will receive a letter of recognition.

Factors in determining credit due:

Ingenuity

Imagination

Development beyond reasonable expectancy in regular performance of duty.

Relation to something other than assigned responsibility.

Results in saving **MONEY—MATERIALS—MAN-POWER.**



YOUR PART

Understand your job.
Do constructive thinking.
Write it down.
Discuss it.
Send in your suggestion.
Take off the hoop skirt—put on modern dress.

WORK NOW—WORK TOGETHER

If you are a supervisor, be patient.
Encourage the discussion of ideas.
Give credit for initiative and imagination.
Help your workers over the rough spots.
Remember *your* success depends on *their* work.
See that the suggestion gets a fair chance.
Make constructive criticisms.
Have an open mind.
Don't say it can't be done just because you don't want
to do it—or just because you resist changes.
Be progressive—Be a leader.

DO NEW THINGS DO THEM NOW
GET WORTH-WHILE RESULTS

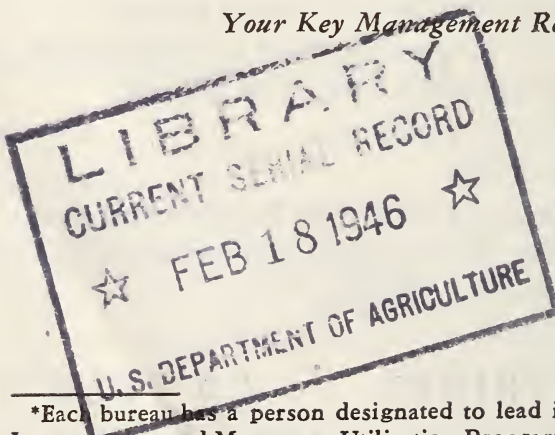
FELLOW EMPLOYEES IN THE DEPARTMENT OF AGRICULTURE—

We want your suggestions. They will be considered fully. You will receive recognition through your supervisor.

Your extra effort and ability will be appreciated by such tokens of award as are possible. If your suggestion is not accepted, try again. We want you to know the deciding facts (again through your supervisor) in a helpful and friendly way without any embarrassment and with an opportunity for full discussion.

Suggestions for improvement indicate a desire on your part for the Department's continuing success. Your efforts make it possible for each of us to be of greater service to the public, and too—to be proud of our Department of Agriculture.

*Your Key Management Representative**



*Each bureau has a person designated to lead its Management Improvement and Manpower Utilization Program.